



Invitation to Tender

INTERPRETATION DESIGN AND PRODUCTION FOR INVERKEITHING HERITAGE REGENERATION, A CARS/TH PROJECT 2019 - 2024

OCTOBER 2021



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA



INTERPRETATION DESIGN AND PRODUCTION FOR INVERKEITHING HERITAGE REGENERATION, A CARS/TH PROJECT 2019 – 2024

1. Client's Name

Fife Historic Buildings Trust, on behalf of Fife Council.
 Kinghorn Town Hall, St Leonards Place, Kinghorn, Fife KY3 9TJ
 Tel: 01592 890060

Fife Historic Buildings Trust is a Scottish Charity, No. SC026043, regulated by the Scottish Charity Regulator (OSCR) and a Company limited by guarantee, No. SC173262, registered in Scotland.

2. Principal Contact

Emma Griffiths,
 Inverkeithing Training & Development Officer, Fife Historic Buildings Trust
 e-mail: emma@fifehistoricbuildings.org.uk
 Address as above

3. Background

3.1. Inverkeithing

Inverkeithing, located in South West Fife on the shores of the River Forth has a population of around 5,000. It is a long-established settlement, and has a rich history, considered to be of national, regional and local significance. Inverkeithing was an important religious centre associated with St Erat, a place where pilgrims stopped en-route to St Andrews. It was one of Fife's (and Scotland's) first royal burghs, granted its charter in 1160, a key trading hub and port during the medieval period.

In 1651 Inverkeithing was the site of a pivotal battle between Cromwell's forces and supporters of the royalist opposition, unfortunately leading to the destruction of much of the less substantial building stock in the town. The founder of the Russian Imperial Navy, Samuel Greig, was born in Inverkeithing and David Livingstone, the explorer, had links to Inverkeithing. As railways developed, Inverkeithing's port status declined. It benefited from the massive construction project associated with creating the Forth Bridge, which is now inscribed as a UNESCO World Heritage Site. During the 20th century Inverkeithing was a ship breaking centre and dismantled famous ships including the battleship HMS Dreadnought in 1921 and the Titanic's sister ships, Homeric and Olympic, in 1932.

The A-listed, 14th century Friary Hospitium is the best surviving upstanding friary building in urban Scotland. Several other A-listed buildings/structures survive within the Conservation Area including Fordell's Lodging, Thomson's Lodging, Rosebery House and the Town House/Tolbooth.

The layout of central Inverkeithing is typical of medieval burghs in Scotland, comprising a rigg pattern of development, with buildings fronting on to the Main Street, with narrow plots of land behind. There is an open central area for markets. It is highly likely that a wealth of archaeological interest lies beneath today's settlement.

Despite Inverkeithing's considerable historical significance and rich resource of historical buildings, heritage-related activity is relative low key although increasing through the project, to widen awareness of Inverkeithing's history and heritage locally and further afield.

3.2. Inverkeithing Heritage Regeneration

The Inverkeithing Conservation Area Regeneration Scheme (CARS) and Townscape Heritage (TH), known as Inverkeithing Heritage Regeneration, (IHR) is a project of Fife Council, delivered in partnership with Fife Historic Buildings Trust, and core funded jointly by Historic Environment Scotland, the National Lottery Heritage Fund and Fife Council. The five-year CARS/TH project, which commenced in 2019, will deliver a number of elements:

- A priority building project to repair Inverkeithing Town House and create an accessible community hub
- A Building Repair Grant Scheme
- Public realm improvements in the town centre, and
- Training and community engagement activity.

An Interpretation Plan has also been prepared to guide the delivery of interpretive activities. Some of these are integrated into proposals for training and engagement in the Activity Plan, which sets out the outputs, outcomes, audiences, timetables and budgets for wide ranging activities. The plan is a specification for the involvement of people with heritage, in interesting, engaging, enjoyable ways, over several years. The Interpretation Plan will be circulated with this brief, other documents, including Town House drawings, are available on request.

4. Scope of works

Fife Historic Buildings Trust (FHBT), on behalf of Fife Council, wishes to appoint an Interpretive Design Team to develop and deliver the outline interpretive proposals from the Interpretation Plan.

The commission is to design and produce and install – in most cases - interpretive outputs in Inverkeithing. The design process for some elements involves creative community workshops as part of the design evolution.

4.1. Interpretation aspirations

The aspirations for the interpretation in the Inverkeithing Heritage Regeneration project are in the Interpretation Plan, authored by James Carter in February 2019:

- To bring the town's heritage to life for residents and visitors
- To use the town's heritage to reinforce Inverkeithing's unique identity
- To help promote a sense of pride and interest in Inverkeithing's heritage
- To provide opportunities for local people to get engaged with celebrating and presenting the town's heritage.

Please also note the key themes identified in the Interpretation Plan at 4.1, page 5.

The scope of work will include:

- Interpretive research as required, and liaison to make full use of other ongoing research and project community activity
- Consideration of access for all, throughout all elements
- Production and delivery of interpretation, which will follow the Town House and Public Realm programmes and budgets. Community involvement will be supported by the principal contact, and project leads.
- Production of draft and final text copy and graphic design - noting the design sign-off process at appendix C
- Management of the production and installation of interpretive elements as specified
- Production of a simple maintenance plan for the interpretation materials, including recommendations on upgrading and/or replacement over their expected lifetimes.

All interpretive outputs should be accessible, inclusive, and attractive. A consistency of design and tone of voice is expected across outputs and media, which will include:

- Interpretation within the Town House
- four external interpretation boards
- six plaques – on buildings or set into footways
- materials for display in local businesses
- a refreshed guidebook/walking tour booklet
- detailed designs for carved interpretive elements in the public realm including: new Port features; the setting for the Mercat Cross; and for application to new street furniture, using a heritage motif, and series of artistic responses, that have been produced already by the community.
- In all outputs, consideration should be given to appropriate funder acknowledgement

4.2. Town House

The interpretation team are responsible for delivering the following outputs.

Interpretation within the historic Town House needs to:

- Create good, creative permanent funder acknowledgement (as a plaque, carving, photo, illustration or other method)
- Tell the Town House story for visitors, and story of the building's context in historic Inverkeithing, through interpretive panels or framed captioned images.
- Caption some objects that will be displayed permanently – potentially museum objects such as the Town Bell, currently housed in the Civic Centre, or replicas (approximately 10 – 15 objects)
- Reproduce original documents, and frame or display a selection of papers, maps, documents and photographs, that help tell the Town House story. These objects and documents may be the property of the Local History Society, or Fife Cultural Trust. Liaison with both is expected, with decisions and agreements on displays and ownership documented.
- Co-ordinate with other interpretation outputs (guidebook, external boards etc) and complement the textile artwork, Inverkeithing Stitching In Time, a participatory stitching project for permanent display in the upper room. The artwork will need interpretive material, to acknowledge the artist, makers and depictions, which may be through an accompanying panel, a guide book, film, web text or a combination of some of these.

4.3. External interpretation boards

- The size, outline specification and location for four interpretation boards have been agreed with the Public Realm team, and are shown on the plans at Appendix D, submitted for consents, close to the major heritage features of the re-positioned Mercat Cross, Town House, Friary, and Parish Church. The Interpretation Plan suggests key content.
- Create boards with a balance of concise text and appealing images, to interpret the heritage features listed above, and liaise with the public realm team on production and installation to suit the public realm capital project. An allowance for **installation** is included within the public realm capital works budget, the budget below is for design, production and delivery to site.

4.4. Plaques on or near historic buildings

- Research content and develop text for up to six plaques for buildings (which may be set into footways rather than applied to buildings) in consultation with the groups set out in Appendix C.
- Carry out detailed design and specification including technical production and installation requirements. Consider pavement as well as vertical surface mounting, liaising with Public Realm task group lead.
- Secure all necessary consents, including planning and building owner consents if plaques are fixed to buildings.
- Produce the plaques
- Liaise on installation with Public Realm team. Either retain budget to install on buildings, or agree delivery to site, for the public realm team to integrate and install in footways within the capital project. Ensure no delay related to plaque installation, is caused to the capital project.

4.5. Materials for display in cafes and other businesses

- The interpretation team should develop outline interpretive materials, for example images or text, for menus, placemats, framed historic images, for display in local cafes and businesses, and approach businesses within the conservation area to display the outputs. See Interpretation Plan 5.7 p14.
- The team should liaise with the business development consultant on likely businesses and venues for materials. Specific outputs should be produced, according to consultation, interest and location capacities.

4.6. Update historic walk booklet

- Research and write an attractive, illustrated updated version of the historic walk booklet, as specified in the Interpretation Plan at 5.9, p15, liaising with the Local History Society, the Community Council, who have been programming monthly walks in recent years, and drawing from updated research revealed in the Community Burgh Survey. Manage graphic design, print and production.

4.7. Carved elements of the Public Realm capital works

- The interpretive team are required to programme and run up to two creative community workshops to determine words for carvings; on a new Mercat Cross setting and two new sculptural Port features, referencing the historic locations of two of the walled-town's gates. A simplified heritage motif, based on community designs, will be prepared by the stone supplier. The interpretive team should liaise with the Public Realm task lead, on numbers of letters/numerals, as well as programme, to accompany the heritage motif, for carving off site.
- See also plaques above: it may be preferable to cast rather than carve some elements. If cast, close liaison with the Public Realm task lead, on dimensions and programme.
- The heritage motif should be incorporated in other interpretive outputs where possible to create consistency in heritage interpretation messaging.

4.8. Liaison and consultation

- Liaison with the principal contact is expected, and with the other project leads.
- A costed programme with milestones, showing consultees, is expected, and for the interpretation team to manage production and installation to integrate with concurrent contracts.
- Appendix C is a consultation table, listing required consultees, and responsibility for design sign-off. The Interpretation group mentioned, is a small group of volunteers with an interest in heritage and interpretation, and who also represent other community organisations.

The story telling sessions at the Lammas Fair, and the Oral History project identified in the Interpretation Plan are being delivered through other parts of the project, and are not part of this brief.

5. Budget

The budget for development, design, production and installation is £38,660 excluding VAT. The indicative budget breakdown is as follows:

Output	£
Town House	12000
Interpretation boards	8650
Plaques	8910
Café/business displays	3500
Historic walk booklet	3200
Creative workshops, carving design	2400
Total	£38,660 excluding VAT

6. Timetable

The project began in 2019 and runs until 2024. All Interpretation outputs should be completed by December 2023 at the latest, and those impacting on the Town House and the public realm improvements, need to be delivered to suit those capital works programmes. The Town House capital project is anticipated at 12 months, to go to tender before Christmas 2021, and start on site early 2022. The Public Realm contract is anticipated at 12 months, anticipating going to tender in November 2022, with a site start in spring 2023. Thus completing within the November 2023-March 2024 window.

7. Consultant team specification: skills and experience

A multidisciplinary team is anticipated, including people with **skills in**

- planning and delivering interpretation outputs,
- facilitating community creative workshops
- writing captions, guidebooks, interpretive copy and creating combined word and image interpretation boards
- illustrating, commissioning or managing rights to use existing images
- commissioning, installing, and project managing interpretive installations, liaising with concurrent contracts

- Inclusive design - while the project needs to comply with accessibility requirements, exceeding them with a genuine commitment to inclusive design, is desirable.

Experience of

- delivering successful, attractive, integrated interpretation outputs in the historic environment
- working in community settings and with community members, trusts and local authorities
- NLHF and HES funded projects
- The successful team must be competent in remote engagement technologies such as Zoom or Teams, alongside email, phone calls and so on
- Client liaison and reporting. Regular liaison is expected with the Principal Contact, and other task group leads, and reporting monthly on progress.

8. Practical Considerations, Health and Safety

Proposals for the refurbishment of the Town House are at an advanced stage. Decisions on how the main spaces will be used, on fire safety, and on available wall space, have largely been taken already. There will be an opportunity for the interpretation team to meet with the Town House project team/architect at an early stage to discuss the available spaces, and requirements – for example, fire safety compliance - for interpretive outputs.

Outdoor interpretation outputs should be checked for safety compliance with public realm team, to ensure compliance with public safety requirements on footways and so on. As noted above, the team should maintain an open dialogue with the design team leading on the main contract of works to the Town House, and with the public realm team.

9. Fee Proposals/submission requirements

Details of submissions should be treated as private and confidential. The form of the submission should be as follows:

1. Organisation/individual name, address and contact details.
2. Name of project lead and contact details
3. Details of approach to the project and methodology, including any requirements for health and safety.
4. A programme for delivery, showing time allocated to key tasks.
5. A budget breakdown – **to be provided in a separate clearly marked email or attachment**
6. CVs of key personnel including details of the experience of the individual(s) who will directly undertake the work, and examples of previously completed projects for which they were responsible
7. Details of similar projects designed and completed by the team, showing skills and experience outlined at section 7 above.
8. The names of two former clients or commissioning bodies prepared to be contacted for references, should be supplied.
9. Copy of current Public Liability / Professional Indemnity documents.
10. Any other project specific information in support of the submission.

A staged payment of the lump sum fee is envisaged to include design, production and installation. All travel and any other expenses should be included and any additional work/costs excluded from the fee should be clearly stated.

10. Assessment of submissions – Consultant team requirements

The submission is to be sent electronically to the Principal contact **by 9am Monday 15th November**.

Fife Council is not bound to accept the lowest or any offer of Tender.

Tender submissions will be assessed on quality and price, on an 80% Quality/20% Price weighting.

Quality Assessment Criteria (80%):

- **Methodology:** consideration will be given to the details provided in the methodology statement, including but not limited to overall approach, proposed programme, timescales, any innovative suggestions, etc
- **Relevant team experience:** consideration will be given to the evidence of the skills in the project team for planning and delivering mixed media interpretation outputs; running community workshops; building strong working relationships.
- **Relevant project experience:** delivering attractive integrated interpretation projects on time and in budget; inclusive design; and working in community settings.

The quality related criteria shall be assessed on the basis of the tender and supporting evidence submitted by the Tenderer. Tenderers may be invited to interview.

11. Copyright and GDPR

All rights including copyright to reports, images, specifications and interpretation whether in writing or electric form must be assigned to Fife Council. Intellectual copyright will remain with the original author. All digital outputs (for example, images, videos, audio files, documents and webpages) will be shared under the Creative Commons open licence CC-BY 4.0.

Fife Council and the Contractor are independent Data Controllers and therefore must ensure that any Personal Data collected or processed as part of this commission complies with the General Data Protection Regulation/the Data Protection Act 2018 (“Data Protection Legislation”).

In the event that the Contractor is a Data Processor of the Personal Data processed as part of this commission then they will be deemed to be a Data Processor for Fife Council and the Data Processing Schedule in Appendix A shall be completed and deemed to be applicable.

“Personal Data”, “Data Controller”, “Data Processor”, “processing”, “Data Subject”, and “Supervisory Authority” shall have the meanings ascribed to them by the Data Protection Legislation as in force (and related terms such as “process” shall have corresponding meanings).

12. Further Information

How we use your information: Fife Council and Fife Historic Buildings Trust will use your information to manage the Inverkeithing Heritage Regeneration scheme and may share your information with our delivery partners and the grant funders, Historic Environment Scotland, and The National Lottery Heritage Fund, for administration purposes. Further information on how your information is used and why can be found here: www.fife.gov.uk/privacy/inverkeithingcarsth. Fife Council’s Data Protection Officer can be contacted on: dataprotection@fife.gov.uk

Fife Council gratefully acknowledges the support of Historic Environment Scotland (via the Conservation Area Regeneration Scheme) and the National Lottery Heritage Fund (via Townscape Heritage), which along with Fife Council, are the main funders of this project.

Further information on the Inverkeithing CARS/TH can be found at

<https://fifehistoricbuildings.org.uk/project/inverkeithing/>

Documents included with this brief

- Interpretation Plan

Documents available on request:

- Activity Plan
- Architectural drawings of Town House
- Heritage Motif and series of related designs

- Appendix A Data processing schedule
- Appendix B Sketch drawing of Inverkeithing Town House
- Appendix C Consultation table
- Appendix D Sketch layout of Public Realm improvements

Appendix A:

Please note that this is included for information only at this stage. Once appointed, the successful tender may be required to complete this in line with Section 9 above.)

DATA PROCESSING SCHEDULE

****DELETE ALL THE FOLLOWING IF NOT APPLICABLE TO THE REQUIREMENT****

Statement of Personal Data to be processed by the Contractor under this contract.

The data processing activities carried out by the Contractor under this Contract are as follows:
1. Subject matter
[Insert subject matter for example, to carry out a payroll service on behalf of the Council]
2. Duration:
[Insert specific duration, or for duration of the contract between the Council and the Contractor dated [insert date]
3. Nature and purpose:
[Insert description of the nature and purpose of the processing, for example, to administer and host the payroll service]
4. Types of Personal Data
[Insert details of all the types of personal data the contractor will be required to process.]
5. Data subjects
[Insert information about the person/people regarding whom the data is held (and therefore have rights to know what data about them is held), e.g. using the payroll example the data subjects would be Fife Council employees / anyone who is to be paid by the payroll.]
6. Outputs:
[Insert what will be achieved as a result of the data being processed, e.g. using the payroll example the output is that employees will be paid the right amount, to the right place at the right time.]

Processing conditions

The following conditions shall apply to the said data processing:

1. DATA PROTECTION

- 1.1 The parties acknowledge that Fife Council ("the Council") is the Data Controller and the Contractor is the Data Processor in respect of any Personal Data which is either provided to the Contractor by the Council, is accessed by the Contractor on the authority of the Council or is otherwise received by the Contractor on the Council's behalf, in connection with the performance of the Services.

- 1.2 In construing this Clause (as defined below) the following expressions shall have the meaning set out opposite:

“Data Protection Legislation” means any applicable law relating to the processing, privacy and use of Personal Data applicable to the Council and/or the Contractor including the Regulation of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the General Data Protection Regulation (2016/279) and/or any corresponding or equivalent national laws or regulations, once in force and applicable including the Data Protection Act 2018 and includes any judicial or administrative interpretation of them, any guidance, guidelines, codes of practice, approved codes of conduct or approved certification mechanisms issued by any relevant Supervisory Authority including the UK Information Commissioner;

“Personal Data”, “Data Controller”, “Data Processor”, “processing”, “Data Subject”, and “Supervisory Authority” shall have the meanings ascribed to them by the Data Protection Legislation as in force (and related terms such as “process” shall have corresponding meanings).

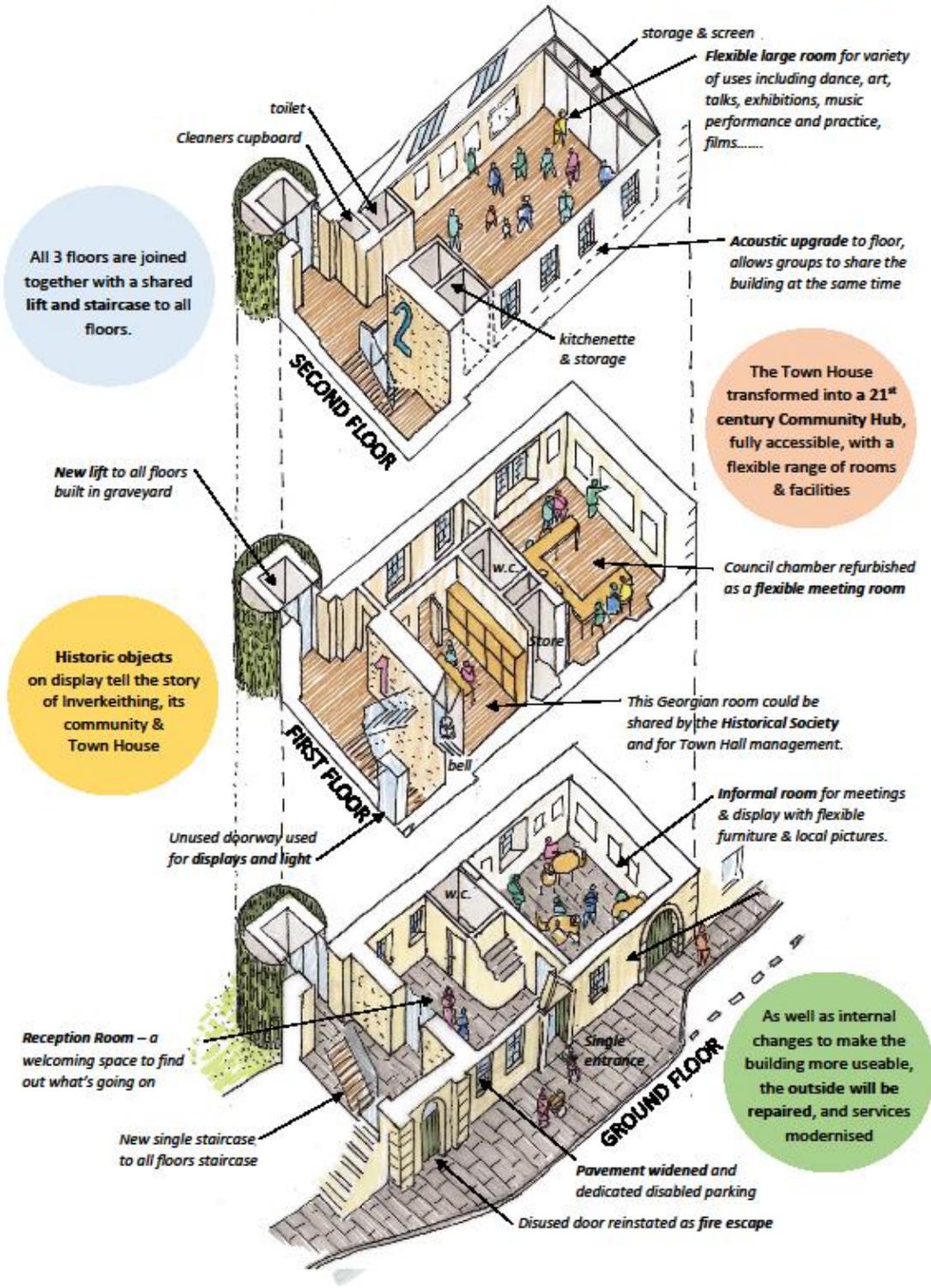
2. In respect of any Personal Data which the Contractor processes on behalf of the Council, the Contractor hereby warrants –

- 2.1 That the processing will be subject to reasonable and appropriate technical and organisational measures in relation to the Council’s Personal Data i) such that the processing will meet the requirements of the Data Protection Legislation and ensure the protection of the rights of Data Subjects and ii) so as to ensure a level of security in respect of the Personal Data processed by it appropriate to the harm which might result from any processing (and having regard to the nature of the Personal Data which is to be protected), in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to the Personal Data transmitted, stored or otherwise processed;
- 2.2 That it will only process such Personal Data solely for the purposes of carrying out the Contract and in accordance with documented instructions from the Council and for no other purpose or manner except with the express written consent of the Council;
- 2.3 To obtain the prior written consent of the Council in order to transfer the Personal Data to any sub-contractors for processing and, if written consent is granted, ensure that the sub-contractors are made aware of its obligations in terms of this Clause and require that they enter into a similar written contract with the Contractor;
- 2.4 To notify the Council immediately and within 48 hours of becoming aware of any breach of the Data Protection Legislation including, but not limited to, an actual, potential or attempted breach and to provide all reasonable assistance to the Council in relation to this matter;
- 2.5 To ensure that:
- 2.5.1 all staff who are involved in processing Personal Data on behalf of the Council receive the appropriate training in Data Protection Legislation and procedures

- relating thereto and the Contractor keeps appropriate records of such training received by staff and contents of all courses;
- 2.5.2 no other agents or employees of the Contractor are given access to the Council's Personal Data;
- 2.5.3 all staff who fall within clause 2.5.1 are informed of the confidential nature of the Council's Personal Data and comply with the obligations set out in this clause and are bound by appropriate obligations of confidentiality;
- 2.5.4 none of their personnel publish, disclose or divulge whether directly or indirectly any of the Council's Personal Data to any third party unless directed to do so in writing by the Council;
- 2.6 To provide a written description of the technical and organisation methods employed by them for processing Personal Data (within the reasonable timescales required by the Council);
- 2.7 To provide reasonable assistance, information and co-operation to the Council in complying with its obligations relating to data security, breach notifications, data protection impact assessments and related prior consultation procedures taking into account the nature of processing and the information available to the Contractor;
- 2.8 To not transfer or disclose any of the Council's Personal Data outside the European Economic Area or to an international organisation without the express prior written consent of the Council, unless required to do so by Union or Member State law to which the Contractor is subject; in such a case, the Contractor shall inform the Council of that legal requirement before processing, unless that law prohibits such information on important grounds of public interest;
- 2.9 To notify the Council within five business days (and assist the Council in relation to these matters) if it receives a request from a Data Subject to have access to that person's Personal Data or a complaint or other request relating to the Council's obligations under the Data Protection Legislation;
- 2.10 Immediately inform the Council if, in the Contractor's opinion, a documented instruction from the Council infringes the Data Protection Legislation.
3. Personal Data which the Contractor processes on behalf of the Council will at all times remain the property of the Council.
4. The Contractor shall securely delete or return to the Council, at the Council's written request, all the Council's Personal Data in its possession or under its control upon termination of the Contract within such reasonable timescales as may be prescribed by the Council and securely delete existing copies unless the Contractor is required by law to retain it (and to only retain it for that specific timeframe and for that purpose). All processing by the Contractor will end except for any processing required by law or which is necessary to bring the contract to an end.

5. The Council may, subject to giving reasonable prior notice and ensuring the minimal disruption to the Contractor's business, undertake an audit of the Contractor's data processing facilities, procedures and policies in order to ascertain compliance with the terms of this Clause.
6. In the event of receiving a request for any information pursuant to the Freedom of Information (Scotland) Act 2002; the Freedom of Information Act 2000 or the Environmental Information (Scotland) Regulations 2004, not to respond to the person making such request but to inform the Council within two (2) working days, and assist the Council with all such requests for information which may be received from any person within such timescales as may be prescribed by the Council.
7. The Contractor shall indemnify the Council against all losses, liabilities, damages costs, expenses, claims and others actions arising directly or indirectly out of a breach of this clause by the Contractor.

INVERKEITHING TOWN HOUSE – Home to a Community



Appendix C

Consultation table

Output	Required consultees:	Design sign-off by:
Town House object captions, interpretive panels, funder acknowledgement etc	Interpretation Group Town House management group Inverkeithing Local History Society	Town House management group
External interpretation panels	Interpretation Group Inverkeithing Local history Society Community Council	Interpretation Group
Plaques	Interpretation Group Inverkeithing Local history Society Building owners	Interpretation Group
Café/business displays	Interpretation Group	Interpretation Group
Guided walk booklet	Interpretation Group Inverkeithing Local history Society Community Council	Interpretation Group
Creative workshops for carved designs	Interpretation Group Public Realm Team	(sign off of final designs) Public Realm team

Interpretation group membership:

Representatives of:

Inverkeithing Arts Initiative
 Inverkeithing Trust
 Inverkeithing Community Council
 Inverkeithing Local History Society
 Fife Council community liaison officer
 Independent Community volunteer

The group is administered by the principal contact.

Appendix D Street layout for consultation July 2020 1 and 2

Below is a screenshot, showing the layout of the proposed layout of the new streetscape improvements. A full suite of PDF drawings of the Public Realm improvements is available on the FHBT website. They can be found under the Projects/Inverkeithing/High Street and Mercat Cross tab [Inverkeithing - Fife Historic Buildings Trust](#)



END